

CHAPTER 64  
COSMETOLOGY ARTS AND SCIENCES CONTINUING EDUCATION

[Prior to 7/29/87, Health Department[470] Ch 151]  
[Prior to 12/23/92, see 645—Chapter 62]

**645—64.1(272C) Continuing education requirements.**

**64.1(1)** With the continuing education compliance period beginning April 1, 2000, continuing education requirements are as follows:

*a.* For each cosmetology arts and sciences license held, the licensee shall complete during each license renewal period a minimum of eight hours of continuing education approved by the board, of which at least four hours shall be in the area of the prescribed practice discipline.

*b.* In addition to fulfilling the requirements of 64.1(1) “*a*,” those persons holding an instructor’s license must complete a minimum of eight hours of continuing education approved by the board in the area of teaching methodology.

*c.* Compliance with the requirement of continuing education is a prerequisite for license renewal in the next license period.

**64.1(2)** The license renewal period shall consist of a period of two years, from April 1 of one year to March 31 of the second year following. All licensees shall renew on a biennial basis.

*a.* Half of the cosmetology arts and sciences licensees shall renew for the period of April 1 of an even-numbered year to March 31 of the next even-numbered year. This group of cosmetology arts and sciences licensees shall be designated as “A’s.”

*b.* Half of the cosmetology arts and sciences licensees shall renew for the period of April 1 of an odd-numbered year to March 31 of the next odd-numbered year. This group of cosmetology arts and sciences licensees shall be designated as “B’s.”

*c.* Licensees will be notified at time of renewal whether they are licensed as an “A” or “B.”

**64.1(3)** Hours of continuing education credit may be obtained by attending and participating in a continuing education activity, either previously accredited by the board or which otherwise meets the requirements herein and is approved by the board pursuant to 645—64.7(272C).

**64.1(4)** It is the responsibility of each licensee to finance the costs of continuing education.

**64.1(5)** Those persons newly licensed during the license renewal period shall not be required to complete continuing education as a prerequisite for their renewal license.

**64.1(6)** Licensees currently licensed in Iowa but practicing in another state may comply with Iowa continuing education requirements for license renewal by meeting the continuing education requirements of the licensee’s place of practice. Those licensees living and practicing in a state which has no continuing education requirement for renewal of license shall not be required to meet Iowa’s continuing education requirement but shall pay all renewal fees when due.

**64.1(7)** Lapsed licensees residing in another state seeking reinstatement of an Iowa license shall be required to comply with 645—60.13(272C).

**645—64.2(272C) Report of licensee.** Licensees shall submit a completed report form which documents the completion of continuing education requirements.

**645—64.3(272C) Licensed instructors.** Rescinded IAB 3/10/99, effective 4/14/99.

**645—64.4(272C) Physical and mental disability or illness.** The board may, in individual cases involving physical or mental disability or illness, grant waivers of the minimum education requirements or extension of time within which to fulfill the same or make the required reports. No waiver or extension of time shall be granted unless written application thereof shall be made on forms provided by the board and signed by the licensee and a physician licensed by the board of medical examiners. Waivers of the minimum educational requirements may be granted by the board for a period of time not to exceed one calendar year. In the event that physical or mental disability or illness upon which a waiver has been granted continues beyond the period of the waiver, the licensee must apply for an extension of the waiver. The board may, as a condition of any waiver granted, require the applicant to make up a certain portion or all of the minimum educational requirements waived by such methods as may be prescribed by the board.

**645—64.5(272C) Exemptions for inactive licensees.** A licensee who is not engaged in the practice in the state of Iowa residing in or without the state of Iowa may be granted a waiver of compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in the practice in the state of Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted upon the form provided by the board. A licensee must be currently licensed to apply for exempt status.

**645—64.6(272C) Standards for approval.** Continuing education is that board-approved education which is obtained by a licensee in order to maintain, improve, or expand skills and knowledge obtained prior to initial licensure or to develop new and relevant skills and knowledge. A continuing education activity which meets all of the following criteria is appropriate for continuing education credit if it:

1. Constitutes an organized program of learning (including a workshop or symposium) which contributes directly to the professional competency of the licensee; and
2. Pertains to common subject matters which integrally relate to the practice of the professions; and
3. Is conducted by individuals who have special education, training and experience by reason of which said individuals should be considered experts concerning the subject matter of the program, and is accompanied by a paper, manual or outline which substantively pertains to the subject matter of the program and reflects program schedule, goals and objectives. The board may request a curriculum vitae of presenters.
4. The instruction of product knowledge, methods and systems is allowed; however, no direct selling of products is allowed as part of a continuing education offering.
5. Fulfills stated program goals and objectives or both.
6. Provides proof of attendance to licensees in attendance including:
  - Date, place, course title, presenter(s).
  - Number of program contact hours. (One contact hour equals 50 minutes of continuing education credit.)
  - Identification of practice specialty.
  - Official signature of program sponsor.

**64.6(1) Accreditation of sponsors.** An applicant not previously accredited by the board, which desires accreditation as a sponsor of courses, programs, and other continuing education activities, including individually designed programs, shall apply for accreditation to the board stating its education history, subjects offered, total hours of instruction presented, and the names and qualifications of instructors. Activities of such an approved sponsor which are relevant to cosmetology arts and sciences shall be deemed automatically approved for continuing education credit. By January 31 of each year, all accredited sponsors shall report to the board in writing the education programs conducted during the preceding calendar year on a form approved by the board.

The board may at any time reevaluate an accredited sponsor. If after reevaluation the board finds there is basis for consideration or revocation of the accreditation of an accredited sponsor, the board shall give notice by ordinary mail to that sponsor of hearing on possible revocation at least 30 days prior to the hearing. The decision of the board after the hearing shall be final.

*a.* All approved, accredited sponsors shall issue a certificate of attendance to each licensee who attends a continuing education activity. The certificate shall include sponsor name and number; date of program; name of participant; total number of clock hours excluding introduction, breaks, and meals; program title and presenter; program site; practice specialty; and whether the program is approved for cosmetology.

*b.* All approved, accredited sponsors shall maintain a copy of the continuing education activity, a list of attendees, attendees' license numbers, and number of continuing education clock hours awarded for a minimum of three years from the date of the continuing education activity.

**64.6(2) Prior to approval of activities.** An applicant other than an accredited sponsor, which desires prior approval of a course, program or other continuing education activity, shall apply for approval to the board at least 60 days in advance of the commencement of the activity on a form provided by the board. The board shall approve or deny such application in writing. The application shall state the dates, subjects offered, total hours of instruction, names and qualifications of speakers and other pertinent information.

**64.6(3) Review of programs.** The board may monitor or review any continuing education program already approved by the board and, upon evidence of significant variation in the program presented from the program approved, may disapprove all or any part of the approved hours granted by the program.

**64.6(4) Postapproval of activities.** A licensee seeking credit for attendance and participation in an educational activity which was not otherwise approved shall submit to the board, within 30 days after completion of activity, a request for credit, including a brief résumé of the activity, its dates, subjects, instructors, and their qualifications and the number of credit hours requested therefor. Within 60 days after the receipt of such application, the board shall advise the licensee in writing by ordinary mail whether the activity is approved and the number of hours allowed therefor. A licensee not complying with requirements of this subrule may be denied credit for such activity.

**64.6(5) Report of licensee.** The licensee shall maintain a record of verification of attendance for at least four years from date of completion of the continuing education program. Each licensee shall file, if requested, a certificate of attendance form signed by the educational institution or organization sponsoring the continuing education. The report shall be sent to the Board of Cosmetology Arts and Sciences Examiners, Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075.

**64.6(6) *Audit of continuing education reports.***

a. After each educational biennium the board will audit a percentage of the continuing education reports at random before the renewal licenses are issued to those being audited.

b. The licensee must make the following information available to the board for auditing purposes:

- (1) Date, place, course title, schedule, presenter(s).
- (2) Number of contact hours for program attended.
- (3) Official signature of sponsor indicating successful completion of course.

c. For auditing purposes the licensee must retain the above information for four years.

**64.6(7) *Hearings regarding continuing education.*** In the event of denial, in whole or part, of any application for approval of a continuing education program or credit for a continuing education activity, the applicant or licensee shall have the right to request a hearing. The request must be sent within 20 days after receipt of the notification of denial. The hearing shall be held within 90 days after receipt of the request for hearing. The hearing shall be conducted by the board. The final decision shall be rendered by the board.

**645—64.7(272C) *Approval of sponsors.*** An educational institution, e.g., cosmetology school of arts and sciences, merged area school, university or professional society not previously approved by the board which desires approval as a sponsor of courses, programs, or other continuing education activities shall apply for approval to the board stating its education history relating to the practices under 645—Chapter 60 for the preceding two years, including approximate dates, subjects offered, total hours of instruction presented, and the names and qualifications of instructors.

**64.7(1) *Prior notice.*** All accredited sponsors shall submit to the board at least 30 days in advance of the program the dates, locations, and instructors for all intended educational programs. All promotional material shall prominently display the approved sponsor's name. Program credit may be denied if the foregoing is not complied with fully.

EXCEPTION: Approved cosmetology school sponsors may assist licensees to reinstate by providing an individual with continuing education classes.

**64.7(2)** Reserved.

**645—64.8(272C) *Attendance record.*** Rescinded IAB 12/4/96, effective 1/8/97.

These rules are intended to implement Iowa Code sections 272C.1, 272C.2 and 272C.3.

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